

RQ-2



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

December 15, 2004.

Clay Parker Davis, Treasurer  
Help America's Leaders Political  
Action Committee (HALPAC)  
1155 21st Street NW, Suite 300  
Washington, DC 20036

**Response Due Date:**  
**January 14, 2005**

Identification Number: C00376038

Reference: Amended May Monthly Report (4/01/03-4/30/03), received 11/19/04

Dear Mr. Davis:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule B of your report to clarify the following description(s): **"fundraising fees/postage/meals/phone/fax."** For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

-Please clarify all expenditures made for **"fundraising fees/postage/meals/phone/fax."** on Schedule(s) B. If a portion or all of these expenditures were made on behalf of specifically identified federal candidates, this amount should be disclosed on Schedules B or E supporting Lines 23 or 24 and include the amount, name, address and office sought by each candidate. 11 CFR §§104.3(b) and 106.1

**Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter.** Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee.